

CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE

28 January 1964

MEMORANDUM FOR: Chief, FI

SUBJECT: **Selection Policy of CIA Library**

1. The attached statement of the selection policy of the CIA Library (CRAG 1-64) emphasizes our efforts to maintain adequate collections of current reference materials responsive to the needs of the agency.
2. Our ability to develop the collections on a sound basis will be increased if you will bring this notice to the attention of the people most knowledgeable in the areas of primary concern to your office, and urge them to consult with the Selection Officer.

25X


Assistant Director
Central Reference

Attachment

CONFIDENTIAL

CRAG 1/64
28 January 1964

CENTRAL INTELLIGENCE AGENCY

CENTRAL REFERENCE ADVISORY GROUP

Selection Policy of CIA Library

1. The selection policy of the CIA Library is patterned as closely as possible to the responsibilities of the CIA itself. The Library attempts to emphasize in its collections the same subjects and areas which are the major research and operational objectives of the Agency. Selection policy is never rigid and is often modified to conform to changes in Agency interest.
2. At the present time the major emphasis of the selection program is devoted to the Communist Bloc with particular attention being paid to economics, science and technology, and geography.
3. The policy on free world areas has been designed to develop a collection of basic information on each area. Reference works such as directories, political yearbooks, economic surveys, and geographical handbooks have formed the bulk of the material. During the past few years this policy has been broadened to include greater emphasis on subjects like military and nuclear capabilities, economic strength and weakness, and ethnic composition.
4. The interests of the Agency are so varied that almost any publication may be considered for selection. However, since the storage space of the CIA Library is limited, only the most useful publications can be retained. Wherever possible the Library attempts to select publications which will be of use to several components of the Agency and not just to one. Books not in the Library's collections can be quickly obtained through inter-library loan or can be purchased on short notice if available in a local bookstore.
5. Past experience has shown that most books and periodicals have a short life span for CIA purposes. As a rule, works on geography and Communism remain useful for the longest time and scientific works the shortest. Some items are virtually worthless for CIA purposes within one year of publication. Therefore, it is our policy to keep the collection dynamic by a regular and vigorous program to remove material which is no longer of value.

GROUP I
Excluded from automatic
CONFIDENTIAL downgrading and declassification

CONFIDENTIAL

- 2 -

6. All users of the Library are urged to participate in the strengthening of the collections through comments or specific recommendations to the Selection Officer, room 1H1108, Headquarters,

25X1

Assistant Director
Central Reference

GROUP I

Excluded from automatic
downgrading and declassification

CONFIDENTIAL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	X	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	29 Jan	✓
25X1 2	2E32 HQ		
525X3 3	[REDACTED]	29 Jan	[REDACTED]
4	[REDACTED]	2/7	
5	F. Arman	2/7	
6	OCR Survey Holder		
ACTION	DIRECT	REPLY	PREPARE REPLY
APPROVAL	DISPATCH		RECOMMENDATION
COMMENT	FILE		RETURN
CONCURRENCE	INFORMATION		SIGNATURE
Remarks: Dick - Just to let you know we carried through. Covering memo is just a sample. Memos were sent to AD's in DDT and some in ST. X13 to 45 - You will see [REDACTED] this was a point of issue in our checklist.			
FOLD HERE TO RETURN TO SENDER			
25X1 FROM: NAME, ADDRESS AND PHONE NO.		DATE	
[REDACTED]		28 Jan 64	
UNCLASSIFIED	X	CONFIDENTIAL	SECRET